



**Wharton County
Junior College**

ADMINISTRATIVE PROCEDURE MANUAL

WCJC Title: Recruitment and Appointment of Full-Time Personnel

Section D: Personnel

Policy Title: Employment Practices

Policy: DC

Subtitle: Recruitment and Appointment of Full-Time Personnel

Date Adopted: 09/01/2026

Purpose

This procedure describes responsibilities and procedures for recruiting, selecting, and appointment of full-time personnel, including faculty, administrative, and classified staff.

Procedure

A. Responsibility

Recruitment for new or vacant positions for persons who report directly to the president is the responsibility of the president. Recruitment for all other full-time contract personnel is the responsibility of the appropriate Cabinet-level officer, generally the supervising vice president, or designee.

B. Recruitment Authorization

The responsible vice president secures written authorization from the president to begin recruiting for all full-time or ongoing part-time vacancies, regardless of whether such vacancies are for contract or non-contract positions, by submitting a completed Recruitment Authorization Form (RAF).

C. Announcement of Vacancy

The vice president or designee provides the Human Resources Department with all pertinent information required for position announcements.

D. Search Committee

1. The supervising Cabinet member selects a search committee, including a chair, and provides the committee list to the Human Resources Department. The Human Resources Department notifies the chair and the committee of their appointment. The chair

coordinates with the Human Resources Department the initial search committee meeting for all full-time contract positions.

2. Search committees¹ are composed as follows:

- a. *Faculty Positions*: Three to five faculty members representing, when possible, the area of expertise or related area. The committee must also include the department head or division chair.
 - b. *Executive Administrators*: A minimum of three members as determined by the President.
 - c. *Administrative Staff*: A minimum of three members as determined by the supervising Executive Administrator.
 - d. *Classified Staff*: No search committee. However, there must be a minimum of two staff members who evaluate and interview candidates for classified positions.
3. The chair of the search committee serves as the liaison with the supervising Executive Administrator, search committee, and the Human Resources Department. The chair is responsible for the functions of the committee and for arranging interviews.
4. Under the guidance of the Human Resources Department, the search committee completes screening forms and interview questions, screens applications, reviews credentials, and conducts all interviews and makes recommendations to the supervising Executive Administrator.

E. Hiring Process

1. The originator completes the appropriate sections of an RAF and submits the form, along with an updated job description, to the supervising vice president.
2. The vice president reviews, completes, and signs the RAF and forwards it to the Human Resources Department. The completed and signed RAF and job description are then forwarded to the president for final approval.
3. If the RAF is approved, the president signs it and forwards it to the Human Resources Department. Any position that has not been approved by the Board will not be approved for posting until Board approval is obtained.
4. When the Human Resources Department receives the signed RAF from the president,

¹ A change in search committee composition requires approval from the President.

Human Resources Department posts the position vacancy notice, places advertisements as appropriate (*see AP: Recruitment Advertising and Posting of Vacancies*), receives applications from candidates, checks for minimum requirements, and assembles an applicant pool.

5. The Human Resources Department provides each member of the search committee with appropriate materials pertaining to the search, selection and hiring of a candidate, and informs the committee that application materials or copies of application materials are confidential.
6. The search committee reviews and rates all eligible applications and, based on the ratings, prepares a list of candidates to be interviewed.
7. The Human Resources Department schedules all interviews and the committee conducts interviews with the candidates.
 - a. Telephone, video conference, and/or in-person interviews may be conducted by the search committee.
 - b. Faculty positions require a teaching demonstration.
8. After all interviews are completed, the committee completes the "Search Committee Recommendation Form" which includes an evaluation of each candidate interviewed and whether the candidate was found acceptable or not acceptable by the committee.
9. The supervising Executive Administrator, or designee, selects from the qualified candidates submitted by the search committee and determines who will receive an offer of employment. The Executive Administrator may conduct a final interview prior to this determination.
10. Following determination of the final candidate, the Human Resources Department will complete a criminal background check, reference checks, and the "Worksheet for Calculating Equated Experience in accordance with Administrative Procedure DC, Salary Placement for Full-Time Employees. Negotiation of a salary outside of the predetermined range requires permission from the president.
11. The Human Resources Department drafts a Personnel Action Form (PAF) and forwards to the supervising Executive Administrator for completion. The PAF is then forwarded to the Human Resources Department.

12. The Human Resources Department reviews the completed PAF, attaches the required documents, and forwards the completed package through appropriate processes to the president for final approval.
13. Following approval by the President, the PAF for Faculty and Administrative Staff in contract-eligible positions is included on the Board agenda for final approval during the next meeting.
14. The supervising Executive Administrator or designee notifies the selected individual of the intent to employ and of the position's salary. For Faculty and Administrative Staff that are contract-eligible, the selected individual must be advised that approval from the board of trustees is required prior to a final offer.
15. Written notification of intent to employ is handled by the Human Resources Department, as is notification to unsuccessful applicants that the search has been concluded. Upon approval by the board of trustees, the supervising Executive Administrator or designee notifies the selected individual of their confirmed employment.